

Guidance on using a word processor for languages qualifications

Using a word processor

Centres can provide a word processor (e.g computer, laptop or tablet), with the spelling and grammar check/predictive text disabled, to a candidate where it is their normal way of working within the centre. This is not permitted in the case of Chinese / Japanese where candidates are assessed on their ability to form the characters. For any queries related to this please contact our Special Requirements team on uk.special.requirements@pearson.com.

Adding accents / special characters

When candidates word process their exams for our languages qualifications they may need to use accents / special characters.

There are three main options for how they can do this:

- 1) Use the 'Insert Symbol' function in the word processor, if available.
- 2) The centre can provide a crib sheet explaining how to type the necessary characters*.
- 3) Write them onto the work with a pen after it has been printed. *We don't recommend this option as candidates are more likely to forget or miss accents when adding them after writing.*

**Centres providing a crib sheet must ensure that it provides only the information needed and nothing more. For example:*

é = alt gr + e

ñ = alt + 164

Using a language specific keyboard

Where available, candidates are permitted to use a language specific keyboard (for example in Russian or Greek) as long as these keyboards do not have any additional functionality that may provide an advantage.

As always, if you have any further questions related to our languages qualifications you can contact our Subject Advisor on teachinglanguages@pearson.com.